



# CITY OF MIAMI BEACH

## ANNOUNCEMENT OF UNCLASSIFIED POSITION



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## REVENUE MANAGER

### \$69,629.66 - \$112,460.15 ANNUALLY

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#### DESCRIPTION OF DUTIES

Professional accounting and advanced supervisory work in coordinating the activities of the Revenue Division of the City's Finance Department, and in performing advanced accounting work, requiring a high degree of professional skill and experience. Plans, assigns and supervises the work of subordinate employees in recording accounting transactions to accounts receivable including resort tax, false alarm billing, fire and rescue entries, special assessment billings, utility billing, collections and occupational licensing. Maintains and reconciles or supervises subordinate employees maintaining and reconciling journals, ledgers, and other records. Prepares and reviews periodic financial and statistical statements, reports, and tabulations of all related accounts kept of financial transactions of the City. Ability to deal with customer issues and concerns. Confers with superiors on matters relating to fiscal, administrative and budgetary policy. Evaluates the job performance of subordinate employees. Performs related tasks as required.

#### MINIMUM REQUIREMENTS

Bachelor's degree from an accredited college or university with a major in accounting, finance or business plus five years of full-time paid accounting experience in a computer based municipal environment. Considerable knowledge of the principles and practices of accounting and ability to apply this knowledge to work situations. Microsoft Office spreadsheet experience required.

#### DESIRES

Considerable knowledge of the laws, rules and regulations controlling budgetary, fiscal record keeping and contract procedures of City government. Considerable knowledge of accounting procedures and equipment and the principles and practices of office management. Ability to prepare complete and accurate accounting reports and statements of considerable complexity, in a timely manner. Ability to supervise and coordinate the work of an accounting staff in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with other employees and public officials.

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Send 2 Detailed Resumes  
by close date to:

**NO FAX ACCEPTED**

CITY OF MIAMI BEACH  
Human Resources Department  
1700 Convention Center Drive  
Miami Beach, FL 33139  
peter@miamibeachfl.gov  
**ATTENTION: RM-ANN**

CLASS NO: **1131**  
UC NO: **0560UO**

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**EOE/AA/ADA/VET PREF**